City of Fredericksburg
715 Princess Anne Street
P. O. Box 7447
Fredericksburg, VA 22404-7447
Telephone: 540 372-1028

VACANCY ANNOUNCEMENT
ECONOMIC DEVELOPMENT AND TOURISM
ADMINISTRATIVE ASSISTANT
Starting Salary Range: $31,584 to $34,742

Under the general administrative supervision of the Director of Economic Development and Tourism, this position provides staff support of department functions, including maintenance of accounts payable, fiscal records, department records and statistics, and social media. The position is frequently the first point of public contact with the department and excellent customer service is an essential skill. Proficiency in AS-400 systems, Excel, Word, MS Outlook and a variety of social media is expected.

The office assistant provides broad support to the department staff; receives incoming calls, greets office visitors, and responds to general inquiries; maintains numerous databases and electronic mailing lists; delivers and updates a variety of social media and tourism and economic development websites; and handles the department and regional tourism accounts payable, retail and ticket sales accounts, reimbursements and commissions to partner businesses and agencies. Performs related work as assigned.

The successful candidate will have an associate's degree in business management or a related field with core competency in Excel, AS-400, MS Outlook, and Word; supplemented by 1 to 3years of progressive experience in office management, bookkeeping, community relations, or a related field; or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Background check and driving record check required.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on Thursday, November 7, 2013 to:

City of Fredericksburg
Human Resources Department
715 Princess Anne Street, Room 217
P. O. Box 7447
Fredericksburg, VA 22404-7447
jobs@fredericksburgva.gov
EEO